



**Michigan Supreme Court
State Court Administrative Office**

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John D. Ferry, Jr., State Court Administrator

Memorandum

DATE: June 4, 2004

TO: Chief Judges
cc: Court Administrators, Probate Registers, County Clerks

FROM: John D. Ferry, Jr.

RE: ADM 2004-06: Caseflow Management Guide and Model Local Administrative Order for Implementation of Caseflow Management Plans

Administrative Order 2003-7, effective January 1, 2004, requires each trial court to adopt a local administrative order (LAO) describing its caseflow management plan. A model LAO is provided to assist the courts in the development process.

If a court currently has a caseflow management plan, it must be replaced with an LAO. If the current plan was submitted as an LAO, the previous order will need to be revoked.

LAOs must be submitted to your SCAO Regional Office by December 1, 2004. The Caseflow Management Guide may be found at

<http://courts.michigan.gov/scao/resources/publications/manuals/cfmg.pdf>

and the model LAO may be found at

<http://courts.michigan.gov/scao/resources/other/lao.htm#cmp>.